



**Vacancy Announcement  
U.S. Embassy  
Monrovia, Liberia**

**ANNOUNCEMENT NUMBER: 15-39**

**OPEN TO:** ALL INTERESTED CANDIDATES  
(Current employees serving a probationary period are not eligible to apply)

**POSITION:** **Information Technology Specialist, FSN-09, FP-05\***

**OPENING DATE:** July 14, 2015

**CLOSING DATE:** July 28, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*\*Ordinarily Resident (OR): \$21,190.00 per annum starting salary (Position Grade: FSN-09)  
\*Not-Ordinarily Resident (NOR): FP-05 (to be confirmed by Washington)

**LENGTH OF HIRE: FIXED TERM NOT TO EXCEED TWO YEARS**

**NOTE: ALL NON-LIBERIAN APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.**

The U.S. Embassy is seeking a qualified individual for the position of **Information Technology Specialist** within Centers for Disease Control and Prevention Office.

**BASIC FUNCTION OF POSITION:**

Serves as the Information Technology (IT) specialist and provides necessary connectivity, user support and technological requirements for successful implementation of Centers for Disease Control and Prevention's Global Health Security activities in Liberia. This position operates as the main day-to-day technical support for the CDC wide-area-network (WAN) system. Provides full technical support for all network and electronic communication operations, security, backup of file servers and protection from computer viruses, workstation support, hardware and software. Projects IT requirements for CDC office for next fiscal year and works with headquarters to ensure refreshment of equipment remains on track. Ensures proper installation, configuration and security of all computers and devices on the WAN and use of computer software. Follows up on reports, addresses deficiencies identified by Information Technology Services Office/ITSO and CDC IT security offices, and reports status. Provides technical assistance to Ministry of Health Emergency Operations Center on IT connectivity and other IT needs in support of CDC's activities. Receives direct supervision and guidance from the Operations Manager, and overall guidance on operational management from Deputy Country Director, with technical oversight from CDC/ ITSO Regional Advisor.

## **QUALIFICATIONS:**

1. Bachelor's degree in Information Technology, Computer Science or a related (or equivalent) field is required.
2. Minimum of 5 years progressively responsible work in hardware installation and support from desktop to enterprise level, system software design, installation, performance management and support for Microsoft products, Network design, installation and support for local and wide area networks, upgrade design and planning, disaster recovery planning, IT consultancy and project management, troubleshooting resources, on-going maintenance of IT systems, assistance in development of the customer's IT infrastructure and preventative maintenance are required.
3. Level IV (fluency - speaking/reading/writing) in English is required.
4. Must have knowledge of IT infrastructure, security requirements, and information assurance policies, standards, and guidelines to ensure rigorous application in the delivery of IT services in resource limited settings. Must have knowledge of wide variety of applications, operating systems and protocols. Must have knowledge of methods and practices for troubleshooting, adjusting, modifying, and improving IT systems sufficient to 1) provide advice and assistance to customers; 2) troubleshoot complex problems, e.g., functionality of systems/applications; and 3) provide support in a manner that minimizes interruptions in customers' ability to carry out critical business activities. The incumbent must have a thorough knowledge of IT Standards to assure compatibility of systems designed to work from the field with Head Quarter systems (this includes hardware and software specifications, security and data transfers). Must have knowledge of quality-control indicators for Information Technology, and how to use them to improve performance. Must be thoroughly familiar with leading computer operating systems and software including programs for database management, statistical analysis, and graphics. Must have knowledge of systems analysis, project management, and evaluation and ability to direct studies to develop long range needs and recommendations.
5. Must have the ability to analyze needs, develop equipment standards and specifications and advise on equipment needed to deliver Information Systems. Must have the ability to plan, lead and manage IT projects; strong oral and written communication skills sufficient to provide technical leadership on group projects and/or provide advice on changes in policy/procedures; strong inter-personal skills; tact, diplomacy, and good customer service skills; analytical reasoning skills sufficient to troubleshoot problems and/or to elevate necessary actions as necessary. Must be able to use initiative, judgment and exercise discretion in dealing with professional personnel, counterparts and others in coordinating work requirements. The job holder must have strong organizational skills; capable of prioritizing and executing work

assignments with limited supervision. Must be able to work well under pressure, be able to prioritize assignments, judge what tasks are urgent and require immediate follow-up and/or response. In case of uncertainty, the incumbent knows when to refer questions and seek further guidance and/or explanation from supervisor. Must use initiative, judgment and exercise discretion in dealing with professional personnel, counterparts and others in coordinating work requirements. Must be able to learn and use new software

**A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, (231) 776-777211)**

### **SELECTION PROCESS:**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application:**

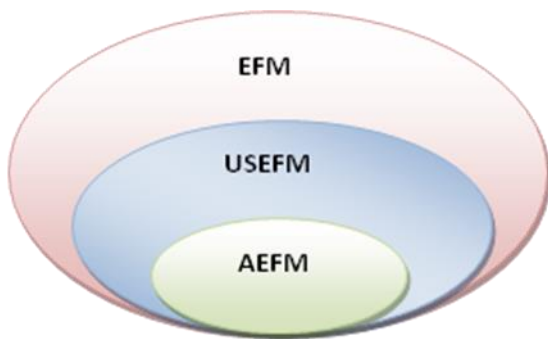
- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO:

Human Resources Office  
Attention: **Information Technology Specialist**  
American Embassy  
P. O. Box 98  
1000 Monrovia 10 Liberia  
Or Email to [RecruitmentMonrovia@state.gov](mailto:RecruitmentMonrovia@state.gov)

***Drop in application box at the Service Gate on Gibson Street at the New Embassy Compound. The Universal Application Form (DS-174) can be picked up at the Gibson Street Gate or the Human Resources Office (for employees only) or accessed on line.***

## DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: (July 28, 2015)**

*The US Mission in Monrovia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

Drafted: HRA: PSMorris  
Cleared: A/HRO: RDAcuff  
Cleared: CDC: ARHeningburg  
Cleared: A/FMO: RDAcuff  
Approved: MGT: RDAcuff  
[Signed copy with HR Office]